

Embedding a Picture Into Your Wiki

This is pretty easy.

Step 1: Have your Wiki page open and in "Edit Mode". Then make sure you have cleared a space to place your picture. Have the website with the picture you want to embed open to another window.

Example pictures below:

I want the picture I embed to be before I write "Good Night". I have no space cleared.



Later in the evening we ate dinner at a very fancy-sch
K really liked the scallops she ordered. Hank and Ellie
loved everything about this place except for how exp
Good night,
Mr. K.

By hitting return 3 times, I now have a place to drop my picture.



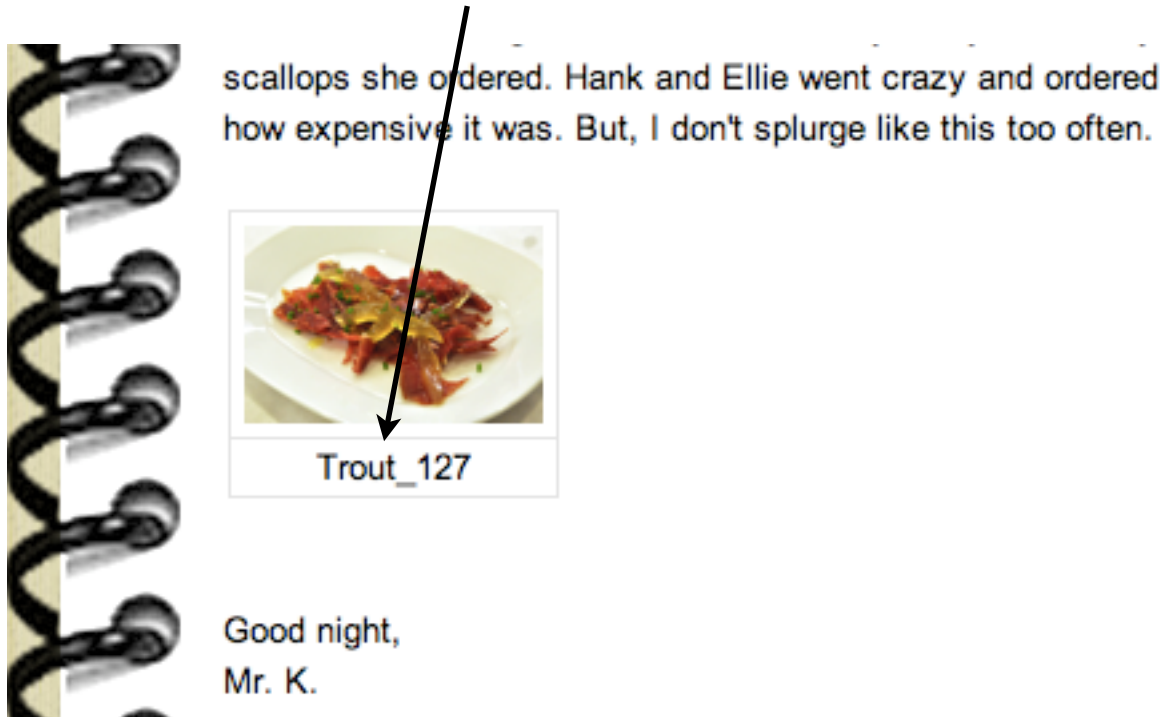
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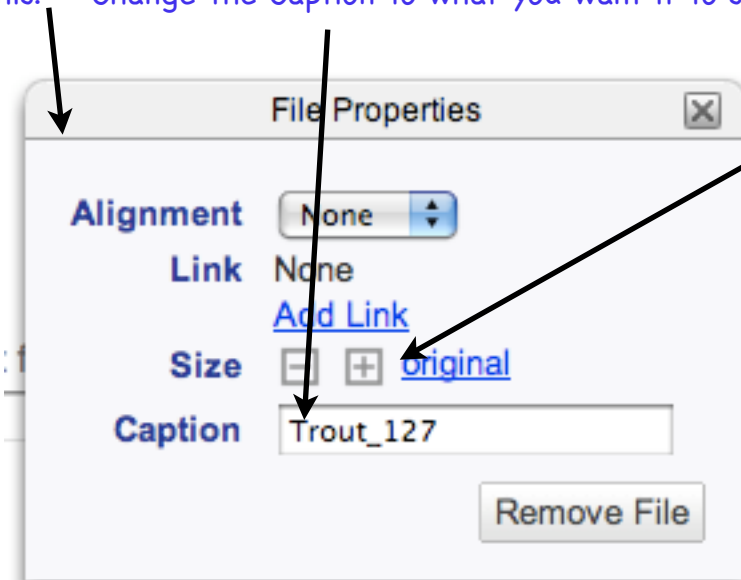
2) "Grab" the picture (from another web window that is open). You will see a cursor appear on your Wiki page when you are dragging. If it is in the open spot, let go and your picture will appear in the Wiki.

BIG POINT!!!: If a picture looks like it is not all there and it is going off the bottom of the screen, that is OK. Hit save on the editor tool bar. You will then 'reset' your Wiki page so that you can see the picture.

- 3) Sometimes, dragging a picture from another web page will leave it with a caption that you don't like. If that happens, change it by clicking on the picture when you are in "edit mode". Example below: "Trout_127" What is that?

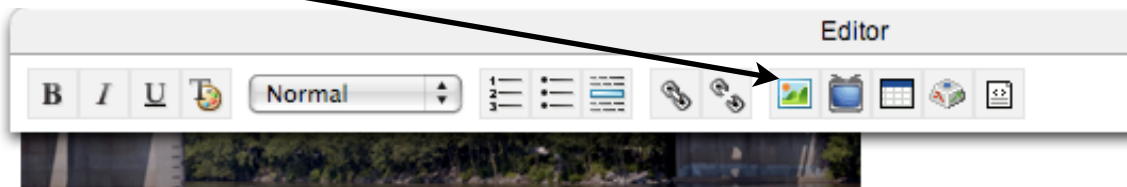


When you click on the picture while in "edit mode", you get a window that looks like this: Change the Caption to what you want it to say. You can also resize here:

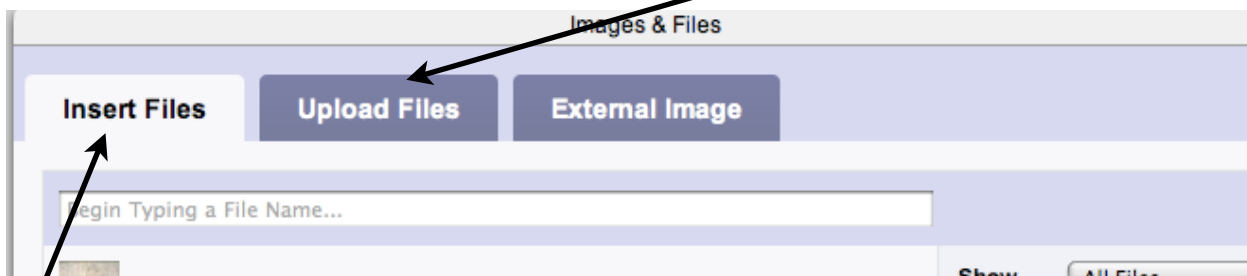


What if I have a picture saved in my server? This is a little tougher, but you can do it.

- 1) Clear an open spot where you want the picture to be placed then click the "Insert Images and Files" button on the editing tool bar.



- 2) A window like this will open: Click on the "Upload Files" tab.



- 3) You will get a new window that will have your server name on the left hand side. Click on your server name, then select the file you want to upload. Uploading will take about 10 seconds.

- 4) When the mini-version of the picture appears, click back on "Insert Files" tab.

- 5) Find the picture you want to insert and click on it. Your picture will be in the cleared space you provided.

Big Point!!!: This picture may need to be resized or need a caption, but the window that lets you do this will be open